

Massachusetts Export Center

Assistant Trade Specialist – Full Time Position

The Massachusetts Export Center is recipient of the following awards:

2008 Presidential "E" Award for excellence in export achievement, U.S. Department of Commerce

2008 Excellence and Innovation Award (national winner), U.S. Small Business Administration

2006 Award for Excellence, Massachusetts Small Business Development Center Network

2002 Global Leadership Award, Associated Industries of Massachusetts

1996 Massachusetts Export Achievement Award, Associated Industries of Massachusetts



To be considered for the position, please submit the following documents by Friday, October 1, 2010:

- cover letter
- current resume

via email to:

exportcenter@state.ma.us

or mail to:

Massachusetts Export Center
State Transportation Building
10 Park Plaza, Suite 4510
Boston, MA 02116

PLEASE, NO PHONE CALLS

About Us

Whether exporting for the first time or expanding into new international markets, Massachusetts businesses can receive a full range of customized assistance through the Massachusetts Export Center. Some of the resources available through the Export Center include: export counseling and technical assistance, training programs, international market research, export publications, international trade promotion activities and more. The Massachusetts Export Center is a government office and part of the Massachusetts Small Business Development Center Network at the University of Massachusetts - Amherst.

Position Description:

This is an entry level position for an Assistant Trade Specialist who will be primarily responsible for producing secondary market research reports for client companies. These reports may include multi-country distributor searches, country and industry market analyses, export regulatory research and more. Additionally, the individual in this position will perform general administrative functions for the office, including: answering and routing of phone calls; handling of basic telephone and email inquiries on exporting; data entry and maintenance of client database; filing and maintenance of records; distribution of pertinent information to clients; assistance in coordinating export training programs; development of publications and other duties as needed. The position is located in Boston and the annual salary is \$28,398.

Minimum Required Qualifications Include:

- Excellent communication and interpersonal skills
- Proficiency in PC, word processing, desktop publishing, database, spreadsheet and email communication required
- Experience with internet marketing research

Preferred Qualifications Include:

- Bachelors degree from an accredited college or university in business administration, international relations, economics, public policy or related field
- Strong analytical and time management skills
- Attention to detail & good organizational skills
- Ability to work both independently and in a team-based environment
- High degree of reliability and dependability
- Excellent event management skills
- Ability to travel within Massachusetts when required
- Education/background in international business

Benefits Include:

- Insurance – health, dental, life
- Tuition waiver/remission for state institutions of higher education
- Paid time off – holidays, personal time, vacation & sick days
- Retirement benefits
- Friendly and supportive work environment with great professional development and growth opportunities
- and other benefits



*The University of Massachusetts Amherst is an Affirmative Action/Equal Opportunity Employer.
Applications from women and members of minority groups are encouraged.
This position is grant-funded, and continuation beyond 9/30/2010 will be contingent upon availability of funds.*